

EYES ONLY

MEMORANDUM FOR : All Deputy Directors and Staff Chiefs

SUBJECT : Internal Management Review of the
Office of Security

PURPOSE : Review and designate by order of
priority OS activities in consonance
with approved OS organization,
mission and functions as prescribed
in [REDACTED] STATINTL

OBJECTIVE : To meet potential personnel and
budgetary limitations by end of
FY 1974 and subsequent fiscal
year operations.

SCOPE OF REVIEW : Study the overall organization and
the need for current manning re-
quirements, i. e., determine
balance between professional vs.
clerical positions; necessity for
deputies; contract vs. staff
positions; consolidation of
secretarial requirements to
include, if required, reserve
secretarial backup; consolidation
of related organizational components;
SOP's; documentation processing
and handling; and, other related
items. (Suggest additional matters
be included as result of initial
discussion.)

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FREQUENCY OF REVIEW: Initial meeting scheduled for 1000 hours, 8 August 1972, followed by additional meetings to complete initial review. Subsequent meetings will be held semi-annually during each fiscal year to determine if shift in OS priorities should be made to meet current or future personnel ceiling or budgetary limitations.

APPROVING OFFICER : Director and Deputy Director, Office of Security will be briefed upon completion of each review and final approval of overall priorities will be granted by the Director of Security.

LOCATION : The initial review will be held in the Office of Security conference room. Subsequent meetings, including semi-annual reviews for purposes of analyzing OS overall activities, will be held at

STATINTL [REDACTED] for approximately two (2) days and will include presentation and review of OS priority objectives to the Director and Deputy Director of Security and final approval by the Director of Security.

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SUGGESTED FORMAT FOR SUBMISSION OF REPORT WHICH
SHOULD BE PROJECTED THROUGH THE PERIOD ENDING
FY 1974 WILL BE AS FOLLOWS:

Organizational Changes

Submit, if applicable, revised and current organizational charts for each respective component. (Submit as Attachment I)

Other Management Improvements

With the objective of fulfilling in an effective and timely basis OS functions and responsibilities, list: 1. All changes which could improve and/or reduce time or effort in documentation, correspondence and form processing; 2. Coordination requirements; 3. SOP's; as well as, 4. Any other management work load factor. (Submit as Attachment II)

Personnel Reductions

Furnish numbers of positions and grades to be deleted, if applicable, based on data contained in Attachments I and II, referenced above. (Submit as Attachment III)

Monetary Savings

Except for salaries, furnish monetary reductions which can be accomplished based on Attachment II, referenced above. (Submit as Attachment IV)

OS Goals/Priorities Report

Upon completion of items referred to above (Attachments I through IV), request each component prepare a list of objectives in descending order of priority using format which is self-explanatory and is contained as Tab C. (Submit as Attachment V)

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OS GOALS/PRIORITIES
REPORT

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions STATINTL			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Cite most important functions being performed, concluding with least important in accomplishing overall component mission.	Priority Nos. will be listed in descending order of priority (1, 2, 3, etc.)	Use check (✓) mark if affirmative	Indicate percentage being performed.	If response is No, indicate reason for performing function (i.e., requested by OSA, DDS&T, DCI, etc.)	In event low priority requirement is considered for cancellation, indicate Internal or External level of coordination required.		Reflect reductions or savings involved in event a 10% cut in budget is directed.	

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